

## Exempt and Non-Exempt Positions

**THIS POLICY**

Policy Number: 306  
Effective Date: 11/01/02  
PAGE: 1 of 1

**REPLACES POLICY**

Policy Number: 306  
Effective Date: 09/13/1992

**POLICY:**

All positions at Wesley Woods Senior Living, Inc., are classified according to the provisions of the Fair Labor Standards Act as exempt or nonexempt.

**GUIDELINES:**

1. Employees in positions that are exempt from the overtime provisions of the Fair Labor Standards Act do not earn overtime or compensatory time off for hours or portions of hours worked in excess of 40 hours per week.
2. Employees in positions that are designated non-exempt from the over-time provisions of the Fair Labor Standards Act, earn overtime pay for hours worked, exclusive of personal or sick leave or jury duty, in excess of 40 hours per work week.
3. Human Resources is responsible for classifying positions as exempt or non-exempt in accordance with the Fair Labor Standards Act.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.

Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources

Date Reviewed: 11/01/02 Last Reviewed: 09/01/2007 Adair Maller, Director Human Resources